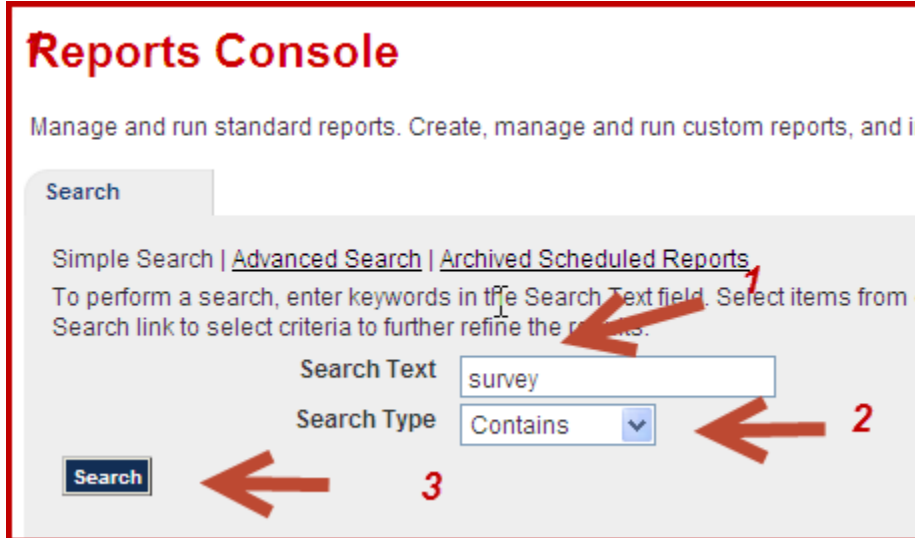


Knowledge Center – How To (Survey Statistics Report)

Step 1: Follow this trail: [Home](#) >> [Administration](#) >> **Reports Console**

Step 2: Type in survey, click contains in the search type, and then click search:



Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

Search

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

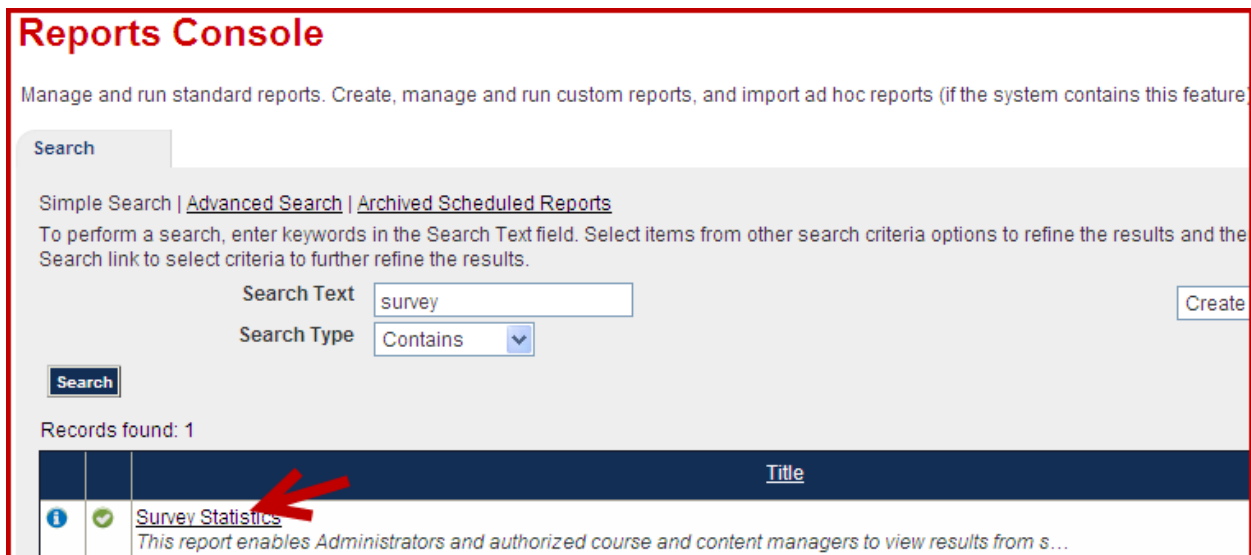
To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and the Search link to select criteria to further refine the results.

Search Text:

Search Type:

Annotations: Red arrows point to the 'Advanced Search' link (1), the 'Contains' dropdown (2), and the 'Search' button (3).

Step 3: Click on Survey Statistics:



Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

Search

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and the Search link to select criteria to further refine the results.

Search Text:

Search Type:

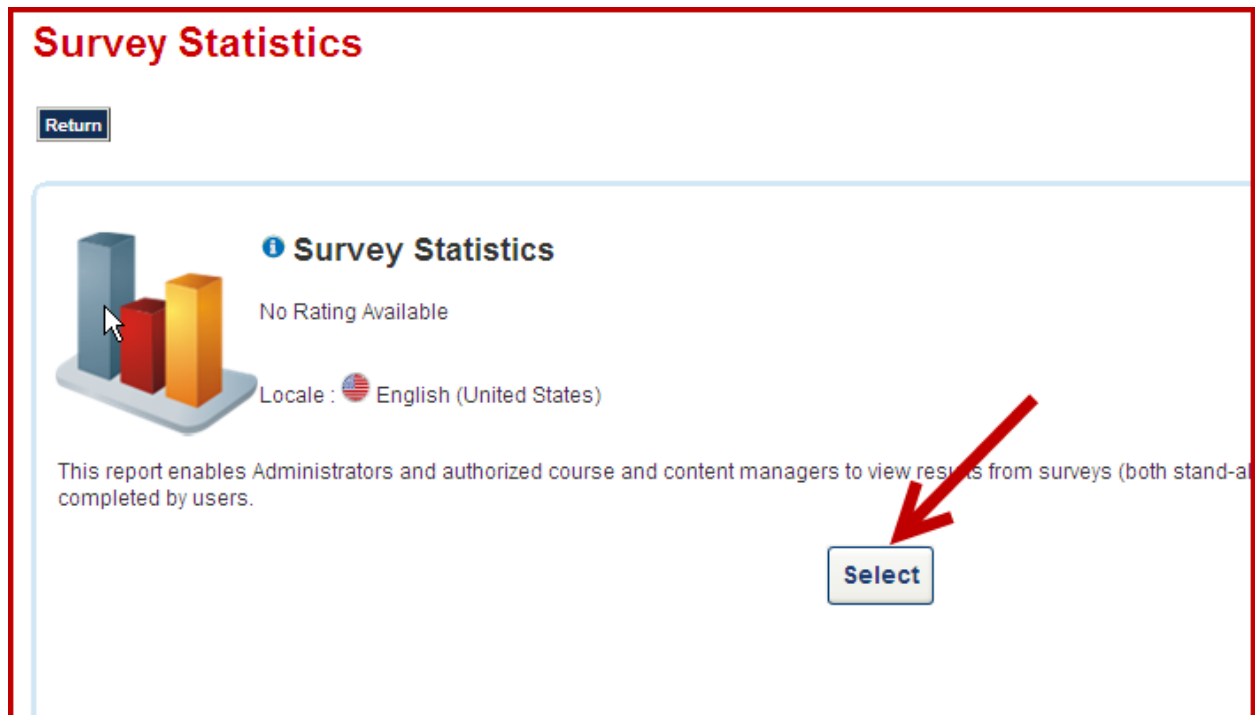
Records found: 1

		Title
		Survey Statistics <i>This report enables Administrators and authorized course and content managers to view results from s...</i>

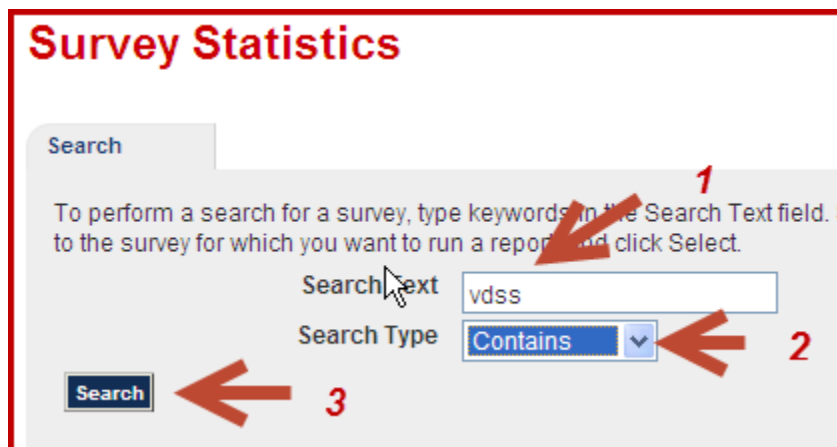
Annotation: A red arrow points to the 'Survey Statistics' link in the results table.

Knowledge Center – How To (Survey Statistics Report)

Step 4: Click Select:



Step 5: Type in VDSS for the search text, and then type contains in the search type, then click search. This will provide you with all VDSS surveys:



Knowledge Center – How To (Survey Statistics Report)

Step 6: Click on the circle, which corresponds with the survey you want to populate, then hit select:

Survey Statistics

Search

To perform a search for a survey, type keywords in the Search Text field. Select a survey from the list to the survey for which you want to run a report, and click Select.

Search Text:

Search Type:

Records found: 8

			Title
<input type="radio"/>			VDSS - FIN1016 eVA User Training Survey
<input type="radio"/>			VDSS - FIN1017 Small Purchase Card Survey
<input type="radio"/>			VDSS - FIN1018: FAAS Accounts Payable Training Survey
<input type="radio"/>			VDSS - FIN1020 Adoption Assistance - Getting It Right!
<input type="radio"/>			VDSS - FIN1021 LASER Survey Evaluation
<input checked="" type="radio"/>			VDSS - Subject Matter Expert Survey
<input type="radio"/>			VDSS Online CommonHelp Survey
<input type="radio"/>			VDSS Standard Training Event Survey

Step 7: Type in the course number in the search text, select contains in the search type, then type in appropriate section start and end dates, and select the appropriate choice in the delivery method. Then click search:

Survey Statistics

Search Content

To perform a search, enter keywords in the Search Text field. Select items from other sections to select criteria to further refine the results.

Survey Title: VDSS - Subject Matter Expert Survey

Search Text:

Search Type:

Section Start Date:

Section End Date:

Delivery Method:

Knowledge Center – How To (Survey Statistics Report)

Step 8: Click on the select box if you want all classes within this timeframe, or click the + sign to pick individual events:



Step 9: Click run report.

